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| **School name** |  | **Project number**  (grant number issued by the Environmental Trust) |  |
| **Project title** |  | | |

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| Note: To complete this report, please refer to your project plan outlined in question C2 of your grant application. Please keep your reporting content brief and relevant |

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| Part A Progress toward completion |

| **Activity**  List the project activities that have commenced. | **Outcomes achieved**  To what extent are project activities on track for completion? | **Comments**  Explain any changes or actions required to implement the project. |
| --- | --- | --- |
| * Activities should align with those set out in section C2 of your application. | * How are you going with implementing your project activities? * How have you measured progress? | * What still needs to be completed? * Is a variation required? |
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| Part B Grant expenditure to date |

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| * So far, we have spent $of the $3,500 grant we received from the Trust (excluding GST) |

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| Part C Evidence of outcomes |

Please provide evidence of the projects outcomes. Suggested options are below (tick those that you are providing.)

* labelled photographs (before, during and after project activities)
* units of work
* teaching programs
* publicity
* other

**What now?**

|  |
| --- |
| * Submit your progress report and evidence attachments to your Grant Administrator. * Trust administration will arrange for a review of your report and contact you if further information is required. * If you are seeking a variation to your project, you will need to contact your Grant Administrator. * A final report is due 31 October 2020. Final report templates can be [downloaded on the Trust website](https://www.environment.nsw.gov.au/grants/granteereporting.htm). * **Failure to submit a mid-project progress report may lead to revocation of your grant and you having to repay the entire grant amount to the Environmental Trust.** |

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